



Professional Standards Training Requirements and Online Resources



| Annual Training Requirements | |
|----------------------------------------------------|-----------------------|
| Title | Required Hours |
| Program Directors | 12 hours |
| Program Managers | 10 hours |
| Program Staff (20 or more hours per week) | 6 hours |
| Program Staff (less than 20 hours per week) | 4 hours |
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| Vended Site Director/Manager (onsite meal service) | 10 hours |
| Vended Site Staff (20 or more hours per week) | 6 hours |
| Vended Site Staff (less than 20 hours per week) | 4 hours |

Position Descriptions

Program Director

The individual who is directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the SFA. This definition also applies to those SFAs with just one school. Each SFA is required to identify the individual acting in the capacity of the school nutrition program director. In many instances across the state, the person fulfilling the responsibilities of this position will have a different title such as food service manager.

Program Managers

The individual who is directly responsible for the management of the day-to-day operations of school food service for a participating school under the direction of the Program Director.

Program Staff

Those individuals without managerial responsibilities who are involved in day-to-day operations of school food service for a participating school. This includes employees who prepare and serve meals and process transactions at point of service.

Vended Site Director/Manager (onsite meal service)

The individual who is directly responsible for the management of the day-to-day operations of school food service for a site that receives vended meals from another SFA/vendor.

Vended Program Staff

Those individuals without managerial responsibilities who are involved in day-to-day operations of school food service for a site that receives vended meals from another SFA/entity. This includes employees who serve meals and process transactions at point of service.

Important:

- Training hours should be obtained during the program year which runs July 1 – June 30.
- Training hours earned in excess of the annual requirement may be applied to the school year directly preceding or directly following the date of training; however, some hours must be completed each year.
 - For example, if the number of training hours earned in SY23-24 did not meet the annual requirement, extra hours earned in SY24-25 can be used to make up the difference.
- **New Food Service Directors** must have at least 8 hours of food safety training (Food Protection Manager Certification) either within 30 days of their start date or not more than 5 years prior to their starting date or within 30 days of their start date. Food Protection Manager Certifications must be renewed every 5 years. Links to qualifying online or in-person courses are listed below:
 - [ServSafe Manager Training \(online\)](#)
 - [Always Food Safe Manager Training \(online\)](#)
 - [ServSafe Manager Training through Nebraska Extension \(in person\)](#)
- The Food Protection Managers course is **required** for Food Service Directors/Managers of vended sites with on-site meal service (see information above).
- At least one person at every school/meal site is required to be Food Protection Manager Certified.
- Every year, all Food Service Directors must read and sign off on [Standard Operating Procedures \(SOPs\)](#) relevant to your foodservice operation.
- All training must be documented on a training tracker/log.
 - [NDE Annual Training Log](#)
 - [NDE Tracker Tool](#)
 - [Single Event Training Log](#)
 - [USDA Professional Standards Training Tracker Tool \(PSTTT\)](#)

Additional Online Resources for Free or Low-Cost Continuing Education/Training

Nutrition Services School Lunch Training Webpage

In addition to School Food Service Training offered annually, this page has links to Bookkeeper training, Direct Certification training, and Civil Rights training. Recorded Town Hall sessions on topics such as Shutting Down your Kitchen Over Summer and Commodities may also be accessed on this webpage. Information on other webinars and in-person training opportunities may also be found on this webpage.

Institute of Child Nutrition (ICN) iLearn Portal

Over 60 courses in categories such as Food Safety and School Nutrition. Register for a free account and get started!

School Nutrition Association (SNA)

The SNA Learning Center provides several resources on topics such as Breakfast in the Classroom, Culinary Skills, Procurement, and the Training Zone to name a few.

- The Training Zone is described as a “One-Stop Shop” for all of SNA’s eLearning. Here you will find Online Training Modules, On-Demand Webinars, and the popular Webinar Wednesdays.
- Must be a member to log in.

USDA/FNS

- **Database of Professional Standards Trainings**
 - Search for training by topic. Check out the Trainings of the Month on timely topics such as *Forecasting for School Meal Programs*.
- **USDA/FNS YouTube Channel**
 - You can browse by Videos, Playlists, Community and Channels. Useful source of up-to-date information on many topics such as CN Labeling, Farm to School, USDA Foods and more.
- **Team Nutrition**
 - A link to Team Nutrition Webinars & Training can be found in the bottom right-hand corner of the Spotlights section. Useful source of Crediting Updates for Child Nutrition Programs.
- **Food Safety**
 - The FNS Food Safety division provides great resources for training, including Produce Safety, Norovirus, Food Allergies, Food Defense, and other training.
- **Produce Safety Resources**
 - A valuable source of produce safety training in many formats including fact sheets, videos, webinars, and training materials taught at the annual USDA Produce Safety University.